



REQUEST FOR HOME-TO-WORK TRANSPORTATION

NOTE: Originator must submit all concurrences and recommendations to the General Counsel for concurrence of legal sufficiency. After acquiring General Counsel concurrence, the requests and recommendations will be submitted to the Secretary. Copies of final documents and review comments are provided to 10NB for their records. Administrations and other field offices/staff offices seeking approval must submit requests through appropriate reviewers, to the Secretary for approval. For detailed instructions, please reference 31 U.S.C. 1344 (Public Law 99-550), and 41 Chapter 102 Code of Federal Regulations.

1. TYPE OF REQUEST <input type="checkbox"/> INDIVIDUAL EMPLOYEE <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> CATEGORIES OF <input type="checkbox"/> CATEGORIES OF CONTRACTOR	2. NUMBER OF EMPLOYEES OR CONTRACTORS (If applicable)	3. NAME OF DEPARTMENT/ORGANIZATION (If multiple Departmental elements or categories, list in Remarks)	4. DATE OF REQUEST
		5. NAME OF EMPLOYEE OR CONTRACTOR (If multiple names or contractors, list in Remarks)	6. JOB TITLE OF EMPLOYEE OR CONTRACTOR

7. STATE WHY HOME-TO-WORK TRANSPORTATION IS NECESSARY

8. WHAT ALTERNATIVE ARRANGEMENTS HAVE YOU CONSIDERED
--

9. ADDRESS OF RESIDENCE	10. EMPLOYMENT ADDRESS	11. DISTANCE BETWEEN RESIDENCE ADDRESS AND PLACE OF EMPLOYMENT
-------------------------	------------------------	--

12. NATURE OF DUTIES

13. VEHICLE IDENTIFICATION NUMBER (VIN)	15. DESCRIPTION OF GOVERNMENT OWNED VEHICLE
14. LICENSE PLATE NUMBER	

16A. NAME OF CONTRACTING FIRM (If applicable)	16B. CONTRACTOR NUMBER (If applicable)
---	--

17. PURPOSE OF CONTRACT (If applicable)

18. REMARKS

19. PERIOD THIS REQUEST COVERS (Actual period of need or 2 years, whichever is less)	20A. SIGNATURE OF INITIATING OFFICE APPROVING OFFICIAL	20B. DATE
---	--	-----------

CENTRAL OFFICE USE ONLY

21A. ACTION TAKEN <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	21B. SIGNATURE OF AUTHORIZED APPROVING OFFICIAL	21C. DATE
--	---	-----------

22. RECOMMENDATIONS AND OR COMMENTS OF AUTHORIZED APPROVING OFFICIAL
--